



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
UNIT 31401, BOX 14  
APO AE 09630

REPLY TO  
ATTENTION OF

IMEU-VIC-LGS

01 October 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 10-01, Command Supply Discipline Program (CSDP)

1. References.

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- c. AER 710-2, Supply Policy Below Wholesale Level, 16 January 2004.
- d. AR 420-1, Army Facilities Management, 12 February 2008, (Rapid Action Review, RAR001 28 March 2009)
- e. AR 215-1, Military Morale, Welfare, and Recreation Program and Non-Appropriated Fund Instrumentalities, 31 July 2007, (RAR001 6 October 2008).

2. General. To establish the United States Garrison Vicenza CSDP under the provisions of the above references. CSDP addresses command supervisory and managerial responsibilities within the supply system from user to Major Command Level. The provisions of this policy will apply to units and directorates assigned to the USAG Vicenza.

3. Purposes of the CSDP are the following:

- a. Ensure compliance with Department of the Army supply regulations and directives.
- b. Encourage management ideas and concepts for improved supply discipline.
- c. Use the CSDP as regulatory guidance in supply operations.
- d. Promote supply economy consciousness.

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e. Identify supply problems, which permits timely corrective action within the chain of command.

f. Achieve maximum use of materiel resources.

g. Provide responsible personnel with a standard listing of existing supply discipline requirements for each level of command or supervision.

h. Eliminate fraud and waste of Government property and supplies.

i. Ensure the proper use, safeguarding, and storage of Government property.

j. Ensure all on-hand equipment is authorized and prompt action is taken to dispose of excess.

k. Ensure compliance with regulatory requirements in maintaining property accountability, responsibility, and inventory control of Government property.

l. Eliminate repeat findings of noncompliance with established policy.

#### 4. Duties and responsibilities.

a. Director of Logistics (DOL).

(1) Serves as the Garrison Commander's monitor of the CSDP.

(2) Provides the required guidance and assistance to commanders and directors to ensure an effective CSDP is established.

(3) Conducts periodic evaluations and assessments of subordinate activities within the command of this headquarters. Determines compliance with regulatory requirements and administrative procedures as outlined in the appropriate tables in AR 710-2, Appendix B.

(4) Provides commanders and directors with feedback on evaluation of their supply discipline performance.

(5) Elevates findings of repeated discrepancies to the appropriate level of command for action.

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- (6) Maintains a file of evaluations on each organization or activity evaluated.
  - (7) Identifies supply problems and provides recommendations for resolution before they become serious or have a major impact on the overall supply posture.
  - (8) Provides training in those supply areas determined to be beyond the capability of the subordinate organization or activity.
  - (9) Implements policy guidance on supply subject matters based on information received and actions directed from higher levels of command.
  - (10) Keeps the commander informed as to the status of supply discipline and of CSDP.
  - (11) Recommends what areas require command emphasis.
- b. Organization Commanders and Directors.
- (1) Provides personal interest and direction necessary to develop, implement, and enforce an effective supply discipline program using the regulatory guidelines and requirements as a basis for action.
  - (2) Appoints, in writing, an individual in the grade of 02, E-6, GS 9 or higher as the CSDP monitor.
  - (3) Provides a copy of the appointment orders to the Directorate of Logistics.
  - (4) Establishes a detailed, written supply policy and procedure, to include all subject areas identified in the appendix of cited references applicable to their level of supervision or command.
  - (5) Performs frequent CSDP evaluations of their units to ensure supply discipline is being practiced and enforced within regulatory guidelines and take immediate action towards improving and correcting noted weaknesses. Frequency of required evaluation inspections is contained in AR 710-2, Appendix B, Table B-7.
  - (6) Advises and seeks assistance through command channels for solving problems beyond the capability of the level of command affected.
  - (7) Uses all available means to assure an efficient CSDP is in place and working. The ways and means to achieve this goal are provided in regulatory guidance.



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(8) Initiates action to ensure thorough investigations are conducted immediately after discovery of a loss, damage, or destruction of Government property and the required adjustment documents are processed per reference 1a.

c. Users and Supervisors at Unit/Directorate Level.

(1) Establishes a written procedure, to include all supply areas in their supervisory level of responsibility.

(2) Advises the next higher level of command of problem areas beyond their capability to resolve.

(3) Conducts frequent inspections within their area of responsibility to ensure compliance with regulatory and command procedures.

(4) Conducts supply training classes for improving individual skills and performance in supply-related areas.

(5) Conducts frequent inventories of all property on hand within their command or level of supervisory control. Frequency of inventories is required as outlined in AR 710-2, table B-7.

(6) Takes prompt action to reconcile inventory variances as outlined in references 1a and 1b.

5. Monitoring the CSDP.

a. CSDP is a commander's program. This is a primary area of concern throughout Department of the Army and will be monitored closely for strict compliance and enforcement through frequent evaluations and assessments by each element of command as indicated in AR 710-2, tables B-2 through B-7 (enclosed).

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b. Noted discrepancies will be documented and brought to the attention of the organization commander/director for corrective action. Repeated noted discrepancies will be documented through command channels to ensure appropriate action is taken.

6. The POC for this memorandum is the Office of the Director, Directorate of Logistics, DSN 634-6802.

Encl

  
ERIK O. DAIGA  
COL, MI  
Commanding

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